



PROMOTION and REASSIGNMENT OPPORTUNITIES

VARO & OPC, Manila, Philippines

ANNOUNCEMENT NO.: 2009-07

POSITION : **Mail Clerk**
LS-0305-5
(1 Full-time temporary position NTE 2 Years)

LOCATION : Social Security Administration (SSA)
Detailed in Support Services Division
Manila Regional Office

SALARY RANGE : P299,240 to P453,856 per annum

OPENING DATE : February 06, 2009

CLOSING DATE: February 20, 2009

AREA OF CONSIDERATION : All Interested Candidates (Philippine Residents)

MAJOR DUTIES AND RESPONSIBILITIES

Receives, screens, classifies and routes all Social Security Administration Division (SSAD) incoming letters, pouches and packages. Checks outgoing mail for completeness and conformity to regulation before dispatching. Logs and maintains electronic files on SSAD mail for reporting purposes. Assists in flight reservations and documentation processing for SSAD local and transpacific travel. Assists in processing SSAD office supplies. Photocopies varied documents both routine and confidential. Operates all mailroom equipment such as photocopier and Pitney Bowes mailing machines. Performs other clerical duties that may be assigned.

QUALIFICATION REQUIREMENTS

The applicant must have a minimum of two years of general work experience or 1 year specialized experience, which is equivalent to LS-4. This may be substituted with four years above high school education. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. Internal applicants (current VA employees) must also meet the time-in-grade requirement of the position by the closing date of this announcement, which is 52 weeks at the next lower grade.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: *Candidates should submit a narrative statement with specific responses to the following KSAs:*

Factor 1: Knowledge to process all types of incoming and outgoing mail in accordance with procedures.

Factor 2: Ability to operate computer and other office equipment such as telephone, fax, photocopier and Pitney Bowes.

Factor 3: Ability to carry and transport medium to heavy load in different locations.

Factor 4: Basic skill n English and Filipino language in both speaking and writing.

HOW TO APPLY

Applicants must submit the following documents:

1. An Optional Form (OF) 612, Standard Form (SF) 171, Application for Federal Employment, or a resume. If a resume is used it must contain all information required in the OF-612/SF-171. Any other documentation (copies of diploma, transcript of records, licenses, copy of awards) that addresses the qualification requirements of the position as listed above.
2. Narrative responses, which provide examples of each of the Knowledge, Skills and/or Abilities, described above. These may be submitted on VA Form 5-4676a, Employee Supplemental Qualifications Statement, or on bond paper, ensuring the announcement number and your name are listed at the top of each page.
3. (VA employees only) VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered;
4. (VA employees only - Optional) VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of last performance evaluation.
5. Applications should be mailed to USDVA, HRM Office, 1131 Roxas Boulevard, Manila 0930. Walk in applications, electronically mailed applications, and telefaxed applications will not be accepted. For more information pertaining to this announcement, please call 528-6300 ext. 2534/2667.
6. Applications must be received and stamped in by the Human Resource office no later than 4:30 p.m on the closing date of this announcement.
7. Closing date for this announcement is COB **February 20, 2009**.

Application forms are available at <http://www.opm.gov/forms/> and at <http://www.va.gov/vaforms/>.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants residing in the country must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

/s/

R. A. JOHNSON
Assistant Director